

Anatomy Laboratory Manager Marian University

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Posted Feb. 7, 2025, set to expire Dec. 14, 2025

Job Title Anatomy Laboratory Manager
Department College of Osteopathic Medicine
Institution Marian University
Indianapolis, Indiana

Date Posted Feb. 7, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Anatomy

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=d4972fe6-ac8c-4d47-a5c3-755b0f383212>

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Job Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks an Anatomy Laboratory Manager to promote our Catholic Franciscan mission and identity by overseeing the MU-COM Gross Anatomy Laboratory, providing operational oversight and support of strategic goals and objectives.

The Lab Manager is responsible for the administrative operation of the lab, including day-to-day operations such as preparing the lab for course use; supporting the Chair and anatomy course directors of the DO and BMS programs with course administrative assistance to ensure successful delivery of the curriculum to students; maintaining the facilities; arranging the facilities services; and ordering supplies. Reporting to the Chair of Anatomy and Pathology and with accountability to the anatomy course directors, the Lab Manager ensures the laboratory is a safe and educationally sound

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learning environment and manages the lab in a fiscally responsible manner. The Lab Manager also cultivates internal & external alliances, collaborations, and partnerships.

Essential Duties and Responsibilities:

- * Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.
- * Oversee all aspects of the gross anatomy laboratory, including acquisition of anatomical materials and operations of the facility, including organizing and coordinating donor transport and delivery by communicating with the Anatomical Donor Program and managing chain of custody documentation for anatomical specimens, as required.
- * Handle anatomical specimens, chemicals, inventories and supplies; maintain the quality of specimens, tools, instruments, and other supplies; maintain laboratory cleanliness, specimen/model inventories, and maintain adequate chemical, protective personal equipment, safety, and other supplies.
- * Ensure compliance with all applicable federal, state, local & MU laws, regulations, policies & procedures (including compliance with Bloodborne pathogen program and exposure control plan, Hazard Communication Program, and Chemical Hygiene Plan); adhere to OSHA and EPA guidelines.
- * Perform annual safety training (including chemical & biological) of COM faculty, staff, and students in the anatomy laboratory.
- * In collaboration with the anatomy course directors of the DO and BMS programs and/or the Chair of Anatomy and Pathology, assist with coordination of full- and part-time anatomy staff, graduate students teaching assistants, and MU-COM students hires in their laboratory teaching activity and other duties.
- * Supervise MU-COM student hires and track time and effort of ancillary anatomy staff.
- * Support DO and BMS laboratory instruction during educational activities within the anatomy laboratory environment as guided by the course directors (e.g. assist in performing prosecutions, guide students during lab sessions as a teaching assistant, etc.)
- * Provide logistical support for educational and scholarly activities for both the DO and BMS programs, including IPE and outreach activities in the anatomy laboratory, storage, and mortuary spaces.
- * Provide administrative assistance for both the DO and BMS programs.
- * Support usage of the Anatomage table and ultrasound equipment.
- * Communicate and coordinate with campus staff and anatomy partners to maintain the effective functioning of the anatomy laboratory.
- * Serves as a liaison with internal offices and external organizations in negotiating resources and contracts necessary for the smooth function of the anatomy laboratory, as well as academic collaborations and CME events involving the anatomy facilities.

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- * Working with the Chair of Anatomy and Pathology, assesses lab operation and recommends changes that will innovate the program to better meet needs and achieve goals.
- * Provide budgetary recommendations to the Chair of Anatomy and Pathology in preparation of the annual Anatomy Lab budget.

Required Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- * The ideal candidate has a Masters' degree in Biology or related life sciences with a minimum of two years' professional experience in working with human donor bodies (cadavers).
- * It is preferred that the candidate have experience in the logistical support or management of an anatomical teaching laboratory.
- * The successful candidate must be comfortable coordinating a number of tasks and collaborating with others in order to maintain the adequate functioning of the lab and anatomy educational activities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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